

Ray Windfarm Fund CIC

Board Meeting

Date 26th November 2020

Place via zoom

Time 7.00pm

- | | Action |
|--|---------------|
| <p>1 In attendance
David Burn, Chair (DB); Peter Ramsden (PR); Martin Chilvers (MC); Richard Thornton (RT); Lesley Gosling (LG); Paul Cowie (PC); Chris Robson (CR); Sarah Crone (SC); Andrew Harding (AH); Katie Wood (KW); Joanne Willis, (JW) CDO (Minutes);
Apologies
Non-attendance</p> | |
| <p>2 Minutes of the last meetings CIC 22nd October, Extraordinary CIC 29th October and Extraordinary CIC 16th November 2020 and matters arising
All accepted as a true and correct record, no matters arising. Confirmed that JW can upload the extraordinary minutes to website, ensuring no confidential material is documented.</p> | JW |
| <p>3 Virtual LIC Meeting Notes 19th November 2020
Accepted as a true record.</p> | |
| <p>4 Virtual F & GP Minutes 11th November 2020
Accepted as a true record.</p> | |
| <p>5 Declarations of interest
Not applicable this evening.</p> | |
| <p>6 Community Foundation – Future of the Small Grants Programme
A full discussion took place with opinions from all Board members heard. It was quickly decided not to support two of the options proposed, to contract in services or to use an alternative outside agency. Vattenfall's current contract with CF ends in February, but we have until the grant award money is paid to RWF in summer to either negotiate a further contract with CF or to take the SGP in house. The majority of the Board would like a further year's contract with CF. DB to speak to Pete Barrett about the finer points of this. In the meantime, JW to look at the possibility of writing a job description and list of duties for further administrative support should the possible contract not be favourable or for when the years contract is over. The Board would like 4 CF meetings a year to decide grant awards.</p> | DB
JW |
| <p>7 Business Application Process
JW had circulated documents relating to the eligibility criteria, a pdf application form and guidance notes relating to the business application process. JW to look at the pdf form again, to ensure it can be completed</p> | JW |

properly. CR advised that the business plan needs to be added on to the checklist of accompanying documents. The document needs a little more fine tuning, any feedback from Board members is welcomed and appreciated. JW to draw up an internal document detailing the process that the application will take, to ensure continuity if anyone is away.

8 **Recruitment of Board Member**

It was agreed that this would be carried out in the new year with the job description that JW had drawn up, with the suggested amendments. Initially with social media and parish councils, also The Courant newspaper.

9 **JCCA Review Response**

CR has documented the financial response today. DB will draft an official response. This will be sent to Berry Jordan by 9th December with a view to having the meeting w/c 14th December 2020. DB

10 **AOB**

JW

- JW gave an update on the survey monkey results, to circulate to Board.
- JW told the Board of her meeting with North Tyne Youth to discuss community engagement and the possibility of an innovation/enterprise initiative to engage the youth club participants.
- Safeguarding, to be discussed at January CIC meeting.
- KW suggested that DB ask Pete Barrett from CF to have a conversation with JW regarding the administration processes involved with SGP.

11 **Key Dates**

8th December 2020 CF Panel Meeting
28th January 2021 Next CIC Meeting

Closed 8.10pm